



கார்டீய சா஁த லார்டால 2018
செயல் நிறைவேற்ற அறிக்கை 2018
Performance Report 2018

தட்புரல் சேவா ஁ ஡ீச்டீதீ தா஁தீக க஁யூது தமாதா஁஁ய
அஞ்சல் சேவைகள் மற்றும் முஸ்லிம் சமய விவகாரங்கள் அமைச்சு
Ministry of Postal Services and Muslim Religious Affairs

Performance Report 2018

Ministry of Postal Services and Muslim Religious Affairs

Ministry of Postal Services and Muslim Religious Affairs.
6th and 7th Floors, Postal Headquarters Building
No.310, D.R.Wijewardhana Mawatha
Colombo 10.

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Ministry of Postal Services and Muslim Religious Affairs

Introduction

The Ministry of Postal Services and Muslim Religious Affairs was established by Gazette Extraordinary No. 2103/33 dated 28.12.2018 of the Democratic Socialist Republic of Sri Lanka. As per the said gazette notification, the institutions under the purview of the Ministry are as follows.

- Department of Posts
- Department of Muslim Religious and Cultural Affairs

Previously, this Ministry was established as the Ministry of Posts and Telecommunications in terms of gazette extraordinary No. 2096/68 dated 09.11.2018 of the Democratic Socialist Republic of Sri Lanka and the Department of Posts, Sri Lanka Telecom and its subsidiaries and the Department of Telecommunications were the institutions placed under the Ministry.

As mentioned above, prior to the establishment of the Ministry of Posts and Telecommunications, this Ministry had been established as the Ministry of Posts, Postal Services and Muslim Religious Affairs by of gazette extraordinary No. 1933/13 dated 21.09.2015 of the Democratic Socialist Republic of Sri Lanka. The Department of Posts and the Department of Muslim Religious and Cultural Affairs were the two institutions under that ministry.

Accordingly, this ministry is currently known as the Ministry of Postal Services and Muslim Religious Affairs and the vision, mission and key functions thereof are given below.

Vision

Promotion of an Excellent and Efficient Postal Service and Islamic Religious and Cultural Affairs.

Mission

The provision of trustworthy and high quality postal service to the people at an affordable price, and facilitating the advancement of religious values and culture of the Sri Lankan Muslim community.

Legislation required to be implemented

1. Stamp Ordinance (No 22 of 1909)
2. Post Office Ordinance (No.11 of 1908)
3. Muslim Mosques and Charitable Trusts or Wakfs Act (No 51 of 1956)

Objectives

1. Formulating policies, programmes and projects regarding the subjects coming under the purview of the Department of Posts and the Department of Muslim Religious and Cultural Affairs.
2. Providing a more profitable, efficient and friendly postal service to the public while minimizing costs
3. Expanding postal services, to be on par with global trends utilizing modern technology
4. Ensuring compliance with quality, standard and advancement of postal services
5. Expanding financial services facilities to rural level concurrent to the local postal communication services
6. Empowering postal services as a multi-purpose service provision unit making the post office relevant to the public life while expanding the range of the agency service provision
7. Acting in compliance with the approved philatelic policy
8. Raising Sri Lanka's identity and dignity to the international level by designing commemorative stamps and associated products
9. Promoting the Postal Service of Sri Lanka as a member country of the Universal Postal Union, respecting its regulations and broadening international postal services to the international standard.
10. Controlling, administering and monitoring mosques, Islamic religious institutions and charities and their assets
11. Nurturing and promoting of Islamic religious education and aspects of Islamic culture
12. Ensuring the state intervention to establish a more reasonable system enabling every Islam devotee to undertake the Hajj pilgrimage at least once
13. Promoting Islamic religious, cultural and community development activities targeting the Milad-un-Nabi festival
14. Providing facilities and logistics support for the successful conducting of Ramazan festival

Functions

1. Formulating and implementing policies relevant to the Department of Muslim and Religious Affairs and Department of Posts.
2. Guiding and monitoring all departments and institutions under the purview of this Ministry.
3. Conducting relevant audit activities in the postal sector and Muslim religious activities.
4. Maintaining existing relationships with international organizations connected with Muslim religious affairs and postal activities and developing them further.
5. Implementing, directing and monitoring management and all operational activities of departments complying with advancements in the field of information technology
6. Maintaining postal services complying with international standards.

7. Expanding speed post and parcel service together with all financial services through post office network
8. Taking measures for providing efficient, productive and quality postal services to people through public and private partnership.
9. Promoting local and foreign financial circulating services while coordinating with local and foreign financial institutions.
10. Directing and monitoring the Department of Posts as the state coordinator, proudly representing the country in the Universal Postal Union (UPU) and in the Asia-Pacific Postal Union (APPU)
11. Initiating services relating to money transactions, insurance services and banking and other financial services through the post and sub post office network and supervising the upgrading of existing services.
12. Designing, printing, issuing and selling postal stamps and revenue stamps to be compatible with local requirements while complying with the philatelic policy with local requirements and maintaining and monitoring stock controlling at optimal level.
13. Directing and supervising the designing, printing, issuing and selling of commemorative stamps and associated products so as to guarantee the quality.
14. Implementing Wakf Act and monitoring the activities of the Wakf Board.
15. Apportioning funds allocated from the consolidated fund for development activities of the Department of Muslim Religious and Cultural Affairs and the Milad-un-Nabi festival among Muslim religious institutions and administering and monitoring of same.
16. Administering and supervising the distribution of stocks of dates donated by Muslim countries for the month of Ramazan at the district level covering all Muslim families.
17. Coordinating all relevant activities connected with Hajj pilgrimage with the Saudi government and the proper allocation of Hajj quotas to organizations arranging Hajj pilgrimage and supervision of the same.

Progress from 01.01.2018 to 31.12.2018

This report includes the progress of the programmes implemented by the Ministry of Postal Services and Muslim Religious Affairs from 01.01.2018 to 31.12.2018.

Ministry of Postal Services and Muslim Religious Affairs

01. Establishments and Administrative Division

The details pertaining to the organizational structure and the approved cadre are given in Annexure 1 and Annexure 2. An overview of the duties performed by the division is given below:

- (1) Establishments related functions of the staff of the Ministry and the employees of the Department of Posts and Department of Muslim Religious and Cultural Affairs which come under the purview of the Ministry.
- (2) Conducting administrative activities of the Ministry office.
- (3) Carrying out media activities.
- (4) Performing activities in relation to parliamentary requirements.

1.1 Progress of Establishments Division of the Ministry during the period from 01.01.2018 to 31.12.2018

1.1.1 Staff Establishments Activities

Designation/ service	Applying for the creation of posts	Approval for the creation of new posts	New appointments	Transferred from	Retirements	Termination of employment	Recruitment	Transferred to	Other (Resignation from service)
Ministry of Posts, Postal Services and Muslim Religious Affairs									
Officers of the Staff of the Hon. Minister	-	-	41	-	-	46	-	-	-
Secretary	-	-	-	01	-	-	-	01	-
Additional Secretary	-	-	-	01	01	-	-	01	-
Chief Financial Officer	-	01	-	-	-	-	-	01	-
Director	-	01	-	-	-	-	-	01	-
Assistant Secretary	-	-	-	01	-	-	-	-	-
Translator	-	-	-	01	-	-	-	01	01
Development Officer/ Associated Officer	-	-	03	03	-	-	-	-	-
Public Management Assistant Service	-	-	06	09	-	-	-	03	-
Drivers' Service	-	-	04	01	01	02	-	02	-
Department of Posts									
Unified Postal Service	-	-	-	-	25	-	-	-	-
Sri Lanka Accountants' Service	-	-	-	20	-	-	-	-	-
Public Management Assistant Service	-	-	-	-	04	-	-	-	-
Department of Muslim Religious and Cultural Affairs									
-	-	-	-	-	-	-	-	-	-
1. Releasing Public Management Assistant Officers of the Department of Posts on secondment basis and other -08 2. Sending on retirement due to general inefficiency and under Section 12 of the Pension Minutes – 25 3. Releasing officers for trade union activities – 10									

1.1.2 Appointments, promotions, appointments on acting basis in addition to the substantive post and appeals of officers of Unified Postal Service

- i. 08 requests were made from the Public Services Commission to reemploy officers of the Unified Postal Service on contract basis and 04 of them were acceded to.
- ii. Interview boards were appointed to conduct interviews for the limited competitive examination 2017 (2018) for the recruitment to the posts of Assistant Postal Superintendent (Investigation) and Assistant Postal Superintendent (Accounts Inspector) belonging to the Management Assistant Supra Grade and submitted for the approval of the Public Services Commission.
- iii. The approval of the Public Services Commission was granted for the notice calling for applications and the specimen application for the limited competitive examination 2017 for the recruitment to the post of Postal Superintendent Grade III –Executive Service Category of the Department of Posts.
- iv. Activities relevant to making requests from the Public Services Commission for the appointments on acting basis in addition to the substantive post.
 - Post of Deputy Postmaster of Grade ‘A’1 of the Unified Postal Service – for 08 officers
 - Posts in Grade ‘A’11 of the Unified Postal Service – for 02 officers
 - Posts in Grade ‘A’111 ‘A’ of the Unified Postal Service posts in Grade ‘A’111 ‘B’ of the Unified Postal Service - for 30 officers

1.2 Details of reports summoned by institutions

1.2.1 Forwarding answers to reports summoned by respective institutions and summoning of reports

Institutions that submitted reports Appeals	Presidential Secretariat	Prime Minister's Office	No of reports referred to the Public Services Commission	No of reports submitted to the Public Petitions Committee	No of reports submitted to the Ombudsman	No of reports submitted to Sri Lanka Human Rights Commission	No of reports submitted to the Secretary of the Ministry of Public Administration	Reports called from Postmaster General			Answers sent to appellants
								No of letters received from appellants	No of reports summoned	No of answers received	
1. Sub Postmasters' service	-	-	21	-	-	-	02	35	30	13	05
2. Regarding various problems in the junior service of Department of Posts	-	-	17	-	-	-	05	50	32	18	-
3. Appeals submitted by retired officers of the Unified Postal Service	-	15	94	39	-	03	-	30	184	79	37
4. For appeals submitted to H.E. the President, Hon. Prime Minister and Hon. Minister	-	-	-	-	-	-	-	-	57	-	31

Institutions that submitted reports Appeals	Presidential Secretariat	Prime Minister's Office	No of reports referred to the Public Services Commission	No of reports submitted to the Public Petitions Committee	No of reports submitted to the Ombudsman	No of reports submitted to Sri Lanka Human Rights Commission	No of reports submitted to the Secretary of the Ministry of Public Administration	Reports called from Postmaster General			Answers sent to appellants	No of reports summoned
								No of letters received from appellants	No of reports summoned	No of letters received from appellants		
5. Officers of the Unified Postal Service served with disciplinary orders or interdicted	-	-	-	-	-	-	-	-	-	-	-	-
6. Trade Union Affairs	-	-	-	-	-	-	-	18	18	-	-	-
7. Inquiries from Bribery Commission	-	-	-	-	-	-	-	-	02	-	-	-
Total	-	15	132	39	-	03	07	133	323	110	73	

1.2.2 In addition, presentation of reports and submission of memoranda were carried out as follows.

- i. Number of cabinet memoranda - 03
- ii. Calling for reports in respect of letters sent by Sectoral Oversight Committee on Internal Administration and Public Management - 10
- iii. No of cabinet memoranda submitted to the Cabinet of Ministers - 24
- iv. No of cabinet memoranda for which decisions were received - 15

1.2.3 Action as per the Right to Information Act No. 12 of 2016

- i. No of requests received - 60
- ii. No of requests granted - 58
- iii. No of requests rejected - 00
- iv. No of requests pending - 02

1.2.4 Holding discussions with trade unions - 04

1.3 Of the officers of Department of Posts-

- i. Approval of leave for accidents - 28
- ii. Approval of special leave - 19
- iii. Payment of compensation under P.A. Circular 22/93 - 13
- iv. Practical training for trainees - 26
- v. Activities pertaining to payment of allowances to Instructors of Postal Training Institutes - 06

1.4 Officers of the Department of Muslim Religious and Cultural Affairs

- i. Approval of overtime and transport allowances for the staff
 - Cultural Assistant and Financial Assistant - 01
 - Development Officers - 11
 - Management Assistants - 02
 - Karyala Karya Sahayaka - 02
 - Drivers - 04

1.5 No of vouchers submitted for overtime, travelling allowances, services and facilities

Function	Expenditure Head	No of Vouchers
Services and facilities		
Vehicles		
Maintenance	1301	164
Fuel supply	1202	266
Insurance activities		17
Services		
Water and electricity bills	1403	09
Janitorial	1405	12
Security		11
Entertainment	1203	29
Equipment maintenance	1302	39
Settling telephone bills		551
Settling newspaper bills		165
Providing drinking water bottles		12
Payment of rentals and other (Offices of Hon. Minister and Hon. Deputy Minister)	1404	16
Payment of overtime/travelling allowances and other expenses		
Overtime	1002	235

1.6 Approval of overseas leave

Leave	Ministry	Dept of Posts	Dept of Muslim Religious and Cultural Affairs
Personal	03	170	08
Employment	-	10	-

1.7 Deployment of trainees for practical training

Ministry	Dept of Posts	Dept of Muslim Religious and Cultural Affairs
-	26	-

1.8 Functions of the Information Media Unit

- 1.8.1 Giving publicity to services and development and welfare activities carried out by the Ministry of Posts, Postal Services and Muslim Religious Affairs during the year.
- 1.8.2 Maintaining very close relationship with external media institutions and issuing 120 media releases, details of 20 media briefings, 600 photographs and 250 news video cassettes and CDs for publicity purposes.

1.9 Other Establishment Activities

1.9.1	i. Issuing railway warrants	- 41,	Settling bills	- 10
	ii. Claiming Agrahara insurance	- 11		
1.9.2	Releasing loans			
	i. No of offices to whom distress loan was released			- 55
1.9.3	Issuing concessionary vehicle permits			
	i. Ministry			- 06
	ii. Dept of Posts			- 18
	iii. Dept of Muslim Religious and Cultural Affairs			- 01
	iv. Referrals to Dept. of Trade and Investment for retired officers			- 03
1.9.4	No. of bills settled to Parliament			- 06
1.9.5	No. of payment vouchers for translations			- 23
1.9.6	No. of vouchers for the issue of fuel for the Hon. Minister, vehicle emission tests, renewal of driving licenses, obtaining additional fuel, petty cash and other activities			- 143
1.9.7	Settlement of entertainment expenditure vouchers of Hon. Minister			- 19
1.9.8	Settlement of the official residence expenditure vouchers of Hon. Minister			- 16
1.9.9	Settlement of travelling claims of staff officers			- 09
1.9.10	Settlement of travelling claims of non-staff officers and KKS service			- 116
1.9.11	Payment of 1/20 allowance of staff officers			- 26
1.9.12	Issuing official identity cards			- 06
1.9.13	Settlement of traveling and overtime allowances of the staff of the Hon. Minister and Hon. Deputy Minister			- 107
1.9.14	Processing railway season ticket applications and submitting to Dept of Railways			- 16
1.9.15	Certifying duty days of external female labourers of Dept of Posts			- 12
1.9.16	Forwarding applications for the registration of Public Service Employees Trust Fund			- 04
1.9.17	Forwarding applications to claim benefits- of Public Service Employees Trust Fund			- 06

1.10 Local and Foreign Training Opportunities

Institution	Staff officers		Development Officers		Management Assistants		Postal Service and other officers	Drivers		Karyala Karya Sahayaka	
	Number	No of training programmes	Number	No of training programmes	Number	No of training programmes	Number	Number	No of training programmes	Number	No of training programmes
Local training programmes											
Ministry	07	11	19	24	18	24	-	04	01	08	07
Participation in foreign training programmes/conferences											
Ministry	05	-	01	-	-	-	-	-	-	-	-
Dept of Posts	33	-	-	-	-	-	14	-	-	-	-
Dept of Muslim Religious & Cultural Affairs	02	-	-	-	-	-	-	-	-	-	-

02. Development and Planning Activities

2.1 Progress review activities and annual performance activities

- The Action Plan for the year 2018 was prepared in terms of Public Finance Circular 01/2014 as per the budgetary estimates allocated to the Ministry of Posts, Postal Services and Muslim Religious Affairs and submitted to the Ministry of Finance, Auditor General's Department and other relevant institutions. In line with the budgetary allocations made to the Department of Posts and Department of Muslim Religious and Cultural Affairs, necessary coordination activities were carried out for the preparation of 2018 Action Plan.
- The Performance Report of the Ministry of Posts, Postal Services and Muslim Religious Affairs of year 2017 was prepared having obtained information pertaining to all divisions of the Ministry and presented to be tabled in Parliament and was also forwarded to the Ministry of Finance and the Auditor General's Department.
- Necessary coordination activities were carried out to table in Parliament and refer to the Auditor General's Department, the performance reports of the year 2017 of the Department of Posts and the Department of Muslim Religious and Cultural Affairs prepared by the said departments.
- Quarterly progress review meetings were held for the observation of progress of developmental activities, projects and activities carried out across the island in respect of posts, postal services and Muslim Religious Affairs and the meetings of the Operations Committee as regards the proposals associated with future activities of the Department of Posts were held quarterly and decisions relevant to them were implemented.
- Upon inquiries made by the Presidential Secretariat, Ministry of Finance and Planning, Project Management and Monitoring Department, Government Information Department and District Secretaries, the progress of postal services and Muslim religious affairs was reported to such institutions.

The details of Projects/Programmes quarterly progress reported to the Presidential Secretariat and Project Management and Monitoring Department in the year 2018 are as follows:;

➤ Physical Progress - Ministry of Postal Services and Muslim Religious Affairs

Name of the Project	Provisions allocated for 2018 (Rs. Mn.)	Expenditure (Rs. Mn.)	Physical Progress	
			Description	%
Restoration of Muslim Places of worship with archeological importance	24.250	23.291	12 Masjids were developed in 12 districts	100
Stamp Promotion	1.000	0.980	Allocated for Philatelic promotion programme of the Department of Post	100

➤ **Physical Progress - Department of Posts**

Name of the Project	Provisions allocated for 2018 (Rs. Mn.)	Expenditure (Rs. Mn.)	Physical Progress	
			Description	%
Rehabilitation of Post office buildings	160.000	159.094	269 renovation works have been completed islandwide in Post Offices and Postal Institutions.	98
Providing furniture and office equipments to Post Offices and Postal Institutions	32.000	31.836	Provided furniture and office equipments to Post Offices and Postal Institutions islandwide as required	99
Providing machine and machinery to Post Offices and Postal Institutions	45.000	44.783	Provided machine and machinery to Post Offices and Postal Institutions islandwide as required	98
Construction of Poojapitiya Post Office	28.600	7.619	Construction works of this project are carried out by the Department of Buildings, Delay due to extra work of earth cutting and retaining wall construction.	65
Stamp Promotion	4.00	3.499	The provisions allocated to the Department of Posts for Stamp promotion was Rs.6 Mn. Further Rs.1Mn has been received under this project from the Ministry. Establishment of 02 mini philatelic bureaus in Negombo and Kurunegala and provided equipments to them, further modification enhancement and upgrading online purchasing facilities of the existing module, purchased of Drone Camera for taking photographs for stamps, Registration of Sri Lankan Stamps in WNS Project website of UPU , Participating in an international and local stamp exhibitions, and relevant philatelic activities etc.	100

➤ **Physical Progress - Department of Muslim Religious and cultural Affairs**

Name of the Project	Provisions allocated for 2018 (Rs. Mn.)	Expenditure (Rs. Mn.)	Physical Progress	
			Description	%
Mila –dun nabi Development programme	20.00	19.51	Under this project 55 mosques and religious institutions in Jaffna, Kilinochchi and Mulativu Districts were renovated	100
Developing muslim religious and Cultural centers	25.00	24.28	Under this project 121 mosques and religious institutions islandwide were renovated	99

- **Financial Progress as at 31.12.2018 – Ministry and Departments**

Institution	Recurrent Provisions			Capital Provisions			Total		
	Allocated amount Rs. Mn.	Expenditure Rs. Mn.	%	Allocated amount Rs. Mn.	Expenditure Rs. Mn.	%	Allocated amount Rs. Mn.	Expenditure Rs. Mn.	%
Ministry of Postal Services and Muslim Religious Affairs	124.905	102.509	82.0	46.065	43.026	93.4	170.970	145.535	85.1
Department of Posts	12,932.500	12,896.557	99.7	301.600	277.881	92.1	13,234.100	13,174.438	99.5
Department of Muslim Religious and cultural	248.200	233.789	94.2	59.700	47.702	79.9	307.900	281.491	91.4
Total	13,305.605	13,232.855	99.5	407.365	368.609	90.5	13,712.970	13,601.464	99.2

- Action is being pursued in regard to the acquisition and transfer of lands for post offices and sub post offices for postal service activities (approximately 337 files) under the provisions of the Land Acquisition Act.

Activities of files relating to the acquisition of Mahawela and Galgamuwa post offices, acquisition of lands for Wathurawa and Lihiriyagama Sub Post Offices, acquisition of lands for Payagala and Anamaduwa post offices and acquisition of Serukele sub post office have been finalized.

- Construction of the Pujapitiya post office is in the final stage. Necessary coordination activities were carried out in this regard.
- Taking action to secure the approval of the Ministry of Finance and instructions of the Attorney General in respect of various contractual services launched by the Department of Posts in partnership with the private sector and the relevant instructions and approvals were granted by the Postmaster General as regards such agreements.
- Measures have been taken for the promotion of postal services by giving due attention to complaints and proposals made over the print media and offering solutions to them. These complaints and proposals were received through “Tell the President” programme implemented by the Presidential Secretariat, the Prime Minister’s Office, other public sector institutions as well as the general public and the Postmaster General was briefed on them and action intended to be taken to solve the problems were conveyed to the respective parties.
- Coordination activities to hold the competition for the selection of efficient post offices, art and essay competition for school children were carried out to commemorate the World Post Day 2018.

World Postal Day 2018 - Selection of the best post offices

The Ministry of Postal Services and Muslim Religious Affairs and Department of Posts had organized a programme of selecting the best post offices islandwide to celebrate the national ceremony which was organized in line with the World Post Day. In this regard, the contribution was fully given to make the above mentioned selection, organizing field trips to many recommended post offices and by monitoring them. The recommended post offices are mentioned as follows:

Supra Grade Post office	Grade I Post office	Grade II Post office	Sub Post office
Matara	Ambalantota	Katuwana	Amugoda
Nuwara Eliya	Thalathuoya	Pussellawa	Minipe
Kuliyapitiya	Dummalasooriya	Waikkala	Elibichchiya
Bandarawela	Hali-Ela	Kandededara	Petamaruwa
Anuradhapura	Medirigiriya	Vijithapura	Nelumwewa
Seethawakapura	Bulathsinhala	Kosgama	Himbutana
Balangoda	Ruwanwella	Belihuloya	Imbulgasdeniya
Trincomalee	Uhana	Aryampathy	Gonagolla
Mannar	Chullipura	Kaithady	Madagal
Negombo	Ja-Ela	Buthpitiya	Badalgama

Deputy PostMaster General office	Divisional Superintendent office	Regional Administration office	Regional Accounting office
North West	Puttalam(Chilaw)	Kurunegala	Kurunegala
Central	Kandy	Kandy	Kandy
North Central	Anuradhapura	Anuradhapura	Anuradhapura
Uva	Badulla	Badulla	Badulla
	Kalutara	Kalutara	Colombo South
		Gampaha	
	Kegalle	Kegalle	Ratnapura
	Akkarapattuwa		
	Matara	Matara	Matara

The prime purpose of this is to create highly effective postal service through employee motivation.

- Activities pertaining to the granting of approval for the establishment of 03 agency post offices at Trincomalee, Wattegama and Haputale were carried out.
- The website of the Ministry was updated with the assistance of the IT division of Department of Posts and the information on the Ministry and affiliated institutions was updated at Government Information Centre.
- Requisite coordinating activities in respect of the implementation of new projects, proposals and programmes for the development of postal service were executed.

- Coordinating activities for the amendment of the Post Office Security Fund Ordinance are in progress and necessary approvals have been granted to appoint members to the Board of Management in terms of the Post Office Security Fund Ordinance.
- Activities for the revision of local and foreign postage were carried out - 2018

2.2 Stamp Promotional Programmes

In accordance with the stamp policy and approved annual stamp programme, granting approval for art models for the issuance of high quality stamps.

- Action is being pursued to update the stamp policy
- Approval has been obtained for the annual stamp programme
- Action was taken for securing approval for stamps that were not included in the annual stamp programme
- Measures have been taken to print high quality stamps so as to preserve philatelic value.
- Philatelic Advisory Council was appointed with the recommendations of the Postmaster General.
- A representative was appointed at the observation level for the Stamp Design Evaluation Committee.

Approval was granted for stamp art models. Accordingly, the stamp art models for which approval was granted which were included in the 2018 stamp programme are tabulated below.

	Theme	No of stamps issued	No of souvenir sheets
01	Annual issuance		
	1.1 Vesak festival	04	01
	1.2 Christmas festival	02	01
02	Eminent personalities		
	2.1 Venerable Ratmalane Sri Dharmarama Thero	01	-
03	World Post Day	01	-
04	International Children's Day	01	-
05	National events		
	5.1 National Independence Day	01	-
	5.2 Uva Wellassa liberation struggle	01	-
	Total	11	02

Stamps which were approved though not included in 2018 annual stamp programme are given below

	Theme	No of stamps issued	No of souvenir sheets
01	Revenue stamps	01	-
02	Stamps of permanent category (wild animals Sri Lanka)	03	-
03	175 th anniversary Holy Childhood Society	01	-
04	Lighthouses of Sri Lanka	04	04
05	Centenary of rubber industry of Sri Lanka	01	-
06	Sri Lanka tour of the chairperson of International Lion's Club	01	-
07	World Kidney Day	01	-
08	World Health Day	01	-
	Total	13	04

Number of stamps included in annual stamp programmes prior to 2018 for which approval was granted are as follows.

	Theme	No of stamps issued	No of souvenir sheets
01	Ambalams (wayside rests) of Sri Lanka	04	01
02	Daha Ata Sanniya (Traditional masked dance)	18	03

2.3 Provision of library facilities

A library consisted of 1372 books on various subjects is being maintained with the intention of inculcating positive attitudes in the staff of the Ministry and action has been taken to make available borrowing facilities for members for a one hour period during two days of the week.

2.4 Implementation of energy conservation measures

The implementation of power conserving measures for energy efficiency by creating an economical electricity culture in all public institutions was initiated in the Ministry in year 2015 with the participation of all divisions. Accordingly, steps have been taken to implement power conserving measures under a Manager of Power and Energy with the objective of reducing power consumption by 10% and steps have also been taken to observe its progress monthly.

In addition, Managers of Power participated in conferences conducted by Sustainable Energy Authority in Waters Edge and BMICH to enhance their knowledge on power conservation. They also took part in the two-day training programme for Power Managers held at Hector Kobbekaduwa Agricultural Research Institute. As a result of the concurrent implementation of green productivity programme, a reduction in the power consumption was observed in the years 2017 and 2018 in comparison to years 2015 and 2016.

2.5 Dengue Eradication Programme

The Ministry participates in progress review meetings organized by the Presidential Secretariat for the eradication of dengue epidemic and the progress of dengue combat programmes conducted by the Ministry was reported to the Presidential Secretariat.

2.6 Enterprise Sri Lanka Exhibition 2018- Monaragala

The Ministry in partnership with the two departments participated in the Enterprise Sri Lanka Entrepreneurship Exhibition conducted in Monaragala from 29.08.2018 to 31.08.2018 which was an initiative by the Ministry of Finance and Media and based on the 'Blue Green Gam Peraliya' programme to encourage rural entrepreneurs and to equip them with knowledge and extend financial assistance together with consultancy services and to promote social discourse on reconciliation.

2.7 Realization of Sustainable Development Goals

The Ministry participated in the awareness workshops conducted by the Ministry of Sustainable Development and Wildlife and is now in the process of identifying sustainable development goals, targets and performance indicators thereof which are related to the scope of the Ministry.

2.8 Other development programmes

In order to implement the productivity programme within the Ministry, the heads of divisions have been briefed to establish new quality circles and conduct their meetings.

In terms of the instructions of Presidential Circular SP/SB/03/10 and dated 31.05.2010, the Ministry is making necessary arrangements to implement e-governance policy in the Ministry. Measures have been taken to provide LGN Wi-Fi facilities and to create official email accounts for all officers. In addition, under the Right to Information Act, measures have been taken to preserve all documents and reports of the Ministry in digital format.

03. Muslim Religious Affairs

During the period from 01.01.2018 to 31.12.2018, the following activities were carried out under the supervision of this division.

- 3.1** Necessary advice was provided and supervision was conducted to achieve the progress of activities planned by the Department of Muslim Religious and Cultural Affairs for the year 2018.

3.2 Coordination of Hajj activities

- 3.2.1 A cabinet memorandum was submitted and approval of the Cabinet of Ministers was obtained to draft and present a Hajj Bill.
- 3.2.2 Letters received from the Ministry of Foreign Affairs in relation to Hajj activities were referred for necessary action together with the instructions to the Department of Muslim Religious and Cultural Affairs.
- 3.2.3 The details of drugs meant for Hajj pilgrims were approved by the Secretary and sent to the embassy.

3.3 Coordination of activities of Wakf Council

- 3.3.1 In terms of the Wakf Act, appointing two officers on acting basis for the posts of secretaries in the Wakf Tribunal and Wakf Council. (16.03.2018)
- 3.3.2 Notifying the Director General of National Budget regarding the increase of allowances of Wakf Council members (daily allowances and transport allowances) and attending meetings held in this connection.
- 3.3.3 Granting membership of Wakf Council to the Director of the Department of Muslim Religious and Cultural Affairs and appointing as a Director of the Wakf Council.

3.4 Restoration of Muslim places of worship with archeological importance as per budget proposals of 2018

- 3.4.1 Rs 24.25 million allocated for the restoration of 12 Nos. of Muslim places of worship with archeological importance as per the budget proposals of 2018, was utilized to complete the work. The details of the Masjids are as follows:

#	Proposed Masjids	Amount allocated (Rs Mn.)	Expenditure Rs. Mn.	Physical Progress %
1	Hainathubi Masjid Dis.S.- Ampara/ Div.S- Sammanturai	2.0	1.98	100%
2	Mohideen Jumma Masjid Dis. S. –Nuwara Eliya/ Div. S- Nuwara Eliya	2.0	1.94	100%
3	Mohideen Jumma Masjid Dis. S. –Puttalam /Div. S- Puttalam	2.0	1.99	100%
4	Masjidul Nuraniya Masjid Dis. S. –Anuradhapura/ Div. S- Ipalogama	2.0	1.95	100%
5	Mohideen Jumma Masjid Dis. S. – Polonnaruwa /Div. S- Thamankaduwa	2.0	2.00	100%
6	Meera Masjid Dis. S. –Galle /Div. S. Four Gravets	2.0	1.88	100%
7	Waliyappa Thakkiya Masjid Dis. S. –Batticaloa/ Div. S-Eravur	2.0	1.84	100%
8	Rakshapana Masjid Dis. S. –Gampaha /Div. S- Biyagama	2.0	1.99	100%
9	Mohideen Jumma Masjid Dis. S. – Monaragala /Div. S- Medagama	2.0	1.97	100%
10	Masjidul Abrar Dis. S. –Kalutara/Div. S Beruwala	2.0	1.90	100%
11	Masjidul Akbar Masjid Dis. S. – Colombo /Div. S - Colombo	2.0	1.91	100%
12	Meera Makam Masjid Dis. S. – Kandy/ Div. S- Gangawata Korala	2.25	1.94	100%
	Total	24.25	23.29	

Dis. S. – District Secretariat Div. S. – Divisional Secretariat

Officers of the District Secretaries and Divisional Secretaries to which the 12 Msjids belong and officers of Dayaka Sabha of Masjids were summoned and instructed by the Secretary to complete the modernization and restoration activities before the end of the year and resolve problems that had arisen in preparing estimates and awarding contracts. The overall progress of the modernization and restoration of Masjids as at 31.12.2018 was 100%.

3.5 Coordinating activities of Arab schools

3.5.1 At the progress review meeting, it was stated by the Director General of the Department of Muslim Religious and Cultural Affairs that the Department of Examination was not in agreement for the conduct of higher examinations as two examinations similar to G.C.E. (Ordinary Level) and G.C.E. (Advanced Level) are conducted by the Department of Examinations for all Arab Schools in the country. Hence, instructions were given to further discuss this matter with the Department of Examinations and the University Grants Commission.

3.6 Coordinating activities of the building complex of Department of Muslim Religious Affairs

- 3.6.1 It was planned for the completion of the remaining work of six stories of the departmental complex of Muslim Religious and Cultural Affairs Department. This is with and intention to house the Wakf board, Wakf Tribunal, Research centre, library, Quasi Board, Government Audit Unit and to erect the auditorium.

3.7 Coordination of the distribution of dates 2018

- 3.7.1 As there had been a delay in the donation of dates by Saudi Arabia to the government of Sri Lanka for the Ramadan Festival, the Director was instructed to purchase 250 metric tons of dates from the Cooperative Wholesale Establishment with the approval of cabinet of ministers and distribute them amongst the Muslim community through Masjids and obtaining reports of such distribution from the Department of Muslim Religious Affairs.
- 3.7.2 In addition, 150 metric tons of dates received from Saudi Arabia as a donation during the final days of the Ramadan festival were distributed by the Department of Muslim and Cultural Affairs under the supervision of the Ministry.
- 3.7.3 400 metric tons of dates received during the year to be distributed among Muslim community were distributed in such manner so as to ensure each family received approximately one kilogram of dates.

3.8 Granting visas to Muslim nationals arriving in Sri Lanka

- 3.8.1 From year 2017, the Ministry of Defence introduced a new system in respect of the issuance of visas and the secretary granted approval for sponsors who made requests for visas as the said system. (Arab Schools, mosques, organizations)
- 3.8.2 From 01.01.2018 to 31.07.2018, approval was granted to extend 305 visas and issue 130 entry visas.

3.9 Milad-un Nabi Development Programme 2018

The Department of Budget has allocated Rs 20 million for the Milad-un Nabi festival of year 2018 to the Department of Muslim religious and Cultural affairs. As this year's Milad-un Nabi festival is centered on the Mannar District, the said provision was allocated to carry out 55 repairs including mosques, Ahadiya religious schools and Madsaras in the Mannar district. These activities were carried out and supervision by the Department under the guidance of the Secretary, Ministry of Posts, Postal Services and Muslim religious Affairs. These all works have been completed with the expenditure of Rs. 19.51 Mn. and the physical progress at the end of 31.12.2018 is 100%.

3.10 Mosque development activities 2018

Department of National Budget allocated a provision of Rs 25 million for mosque development programmes of year 2018 to the Department of Muslim religious and Cultural affairs. Using this allocation, renovation activities of mosques and Arab

schools are carried out covering all districts of the island. These activities were carried out and supervision by the Department under the guidance of the Secretary, Ministry of Posts, Postal Services and Muslim religious Affairs. 121 development works have been completed with the expenditure of Rs. 24.28 Mn. and the physical progress at the end of 31.12.2018 is 99%.

3.11 Requests made by other Ministries and Departments

3.11.1 Requests made by Muslim devotees, Moulavis and leaders of Muslim organizations from His Excellency the President and the Prime Minister and requests made by other institutions and departments from us were referred to the director of the Department for necessary action and for carrying out monitoring activities.

3.11.2 The protests staged by various social organizations over the construction of mosques were tackled by the department in collaboration with the divisional administration and the relevant police stations.

3.11.3 Acting in partnership with the Director and the Wakf Board in respect of complaints on irregularities and corrupt practices in appointing Dayaka Sabhas of mosques.

3.12 Preliminary arrangements have been made to launch 04 special projects associated with Muslim religious and cultural affairs.

- Promoting traditional/ ancestral cultural practices of Muslim society which are in danger of extinction.
- Conserving Muslim religious or cultural places of archeological importance.
- Laying the groundwork for creating scholars on Arabic calligraphy.
- Opening up Muslim Masjid tours of the country to foreign/external parties.

04 Internal Audit Activities

The progress of the Internal Audit Branch of the Ministry of Postal Services and Muslim Religious Affairs as per the Audit Plan 2018 is as follows:

4.1. No. of Audit Queries and Investigations conducted

- | | |
|---|------|
| (a). Ministry of Postal Services and Muslim Religious Affairs | - 08 |
| (b). Department of Muslim Religious and Cultural Affairs | - 05 |

4.2. Special Investigations conducted

- | | |
|--|------|
| Ministry of Postal Services and Muslim Religious Affairs | - 01 |
| Department of Muslim Religious and Cultural Affairs | - 04 |
| Department of Posts | - 05 |

4.3. Conducting of (04) sessions of meeting of the Audit management Committee

4.4. Preparing the Preliminary Evaluation Report

4.5. 04 quaterly reports have been prepared in 2018

05 Financial Activities

➤ Recurrent provisions– Ministry of Postal Services and Muslim Religious Affairs

The amount of recurrent provision allocated and expenditure as at 31.12.2018 are as follows.

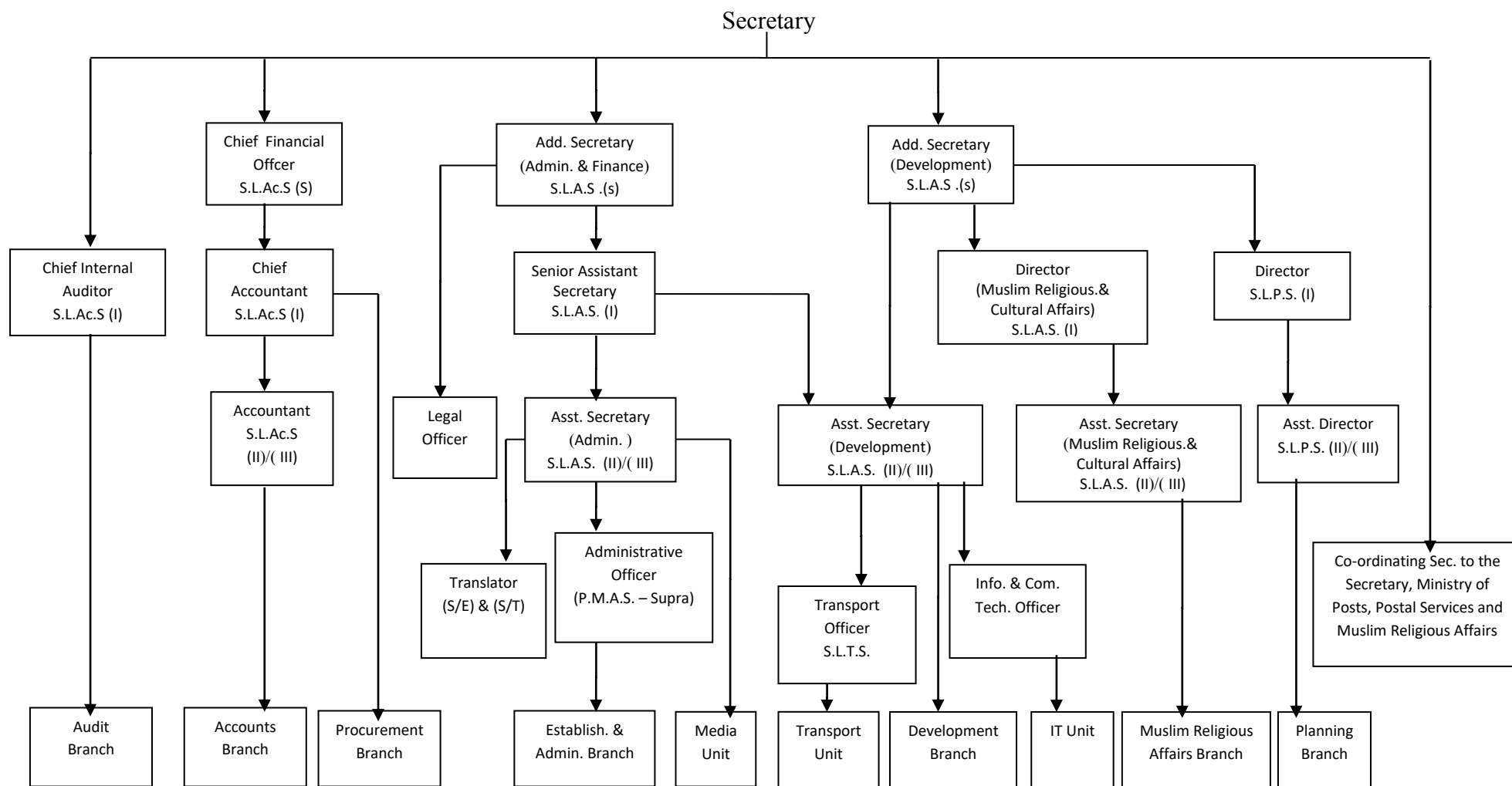
Expenditure item	Description	Provisions as per the budget estimate (Rs.)	Provisions received as at 31.12.2018 - revised estimate (Rs.)	Expenditure as at 31.12.2018 (Rs.)
	Personal emoluments	75,800,000	75,800,000	58,418,076
1001	Salaries and wages	46,000,000	46,000,000	38,923,463
1002	Overtime and holiday allowances	5,300,000	5,300,000	3,193,566
1003	Other allowances	24,500,000	24,500,000	16,301,047
	Travelling allowances	5,000,000	7,982,000	7,885,497
1101	Local	1,500,000	1,350,000	1,264,158
1102	Foreign	3,500,000	6,632,000	6,621,339
	Maintenance expenditure	15,850,000	12,378,000	11,159,297
1201	Stationary and office requirements	3,500,000	3,300,000	3,261,896
1202	Fuel	11,600,000	8,478,000	7,335,866
1203	Food, beverages and uniforms	750,000	600,000	561,536
	Maintenance expenditure	9,850,000	8,363,000	7,484,122
1301	Vehicles	8,000,000	7,830,000	6,955,617
1302	Machine and machinery	1,350,000	533,000	528,505
1303	Buildings and constructions	500,000	0	0
	Services	26,500,000	19,572,000	16,802,090
1401	Transport	5,100,000	4,090,000	4,063,169
1402	Postal and communication	4,400,000	2,735,000	2,599,039
1403	Electricity and water	5,500,000	4,600,000	4,040,471
1404	Lease rent and assessment taxes for local government authorities	6,000,000	2,042,000	0
1409	Other	5,500,000	6,105,000	6,099,412
	Transfer	1,200,000	710,000	662,882
1506	Interest for property loans for public employees	1,200,000	710,000	662,882
	Other recurrent expenditure	100,000	100,000	97,400
1703	Implementation of national language policy	100,000	100,000	97,400
	Total	134,300,000	124,905,000	102,509,364

➤ **Capital provisions– Ministry of Postal Services and Muslim Religious Affairs**

The amount of capital provision allocated and expenditure as at 31.12.2018 are as follows.

Expenditure item	Description	Provisions as per the budget estimate (Rs.)	Provisions received as at 31.12.2018 - revised estimate (Rs.)	Expenditure as at 31.12.2018 (Rs.)
	Rehabilitation and upgrading capital assets	5,550,000	10,585,000	10,530,288
2001	Buildings	700,000	3,985,000	3,974,566
2002	Machine and Machinery	350,000	350,000	308,904
2003	Vehicles	4,500,000	6,250,000	6,246,818
	Acquisition of capital assets	6,150,000	35,480,000	32,495,820
2101	Vehicles	0	0	0
2102	Furniture and office equipment	1,500,000	5,330,000	4,345,066
2103	Machine and machinery	2,000,000	2,100,000	1,411,434
2104	Buildings and constructions	150,000	0	0
1-2-2-2104	Modernization of places of worship with archeological importance		24,250,000	23,290,713
2401	Training and skills development	1,500,000	2,800,000	2,468,795
2509	Other investments – Promoting philatelic and postal services	1,000,000	1,000,000	979,814
	Total	11,700,000	46,065,000	43,026,108

Organizational Chart – Ministry of Postal Services and Muslim Religious Affairs



Ministry of Postal Services and Muslim Religious Affairs

Cadre Information as at 31st Dec. 2018

Annexure 11

Designation	Service	Grade/Class	Salary Code	Service Level	Approved Cadre			Existing Cadre			
					Perman ent	Contr act	Casual	Perman ent	Contr act	Casual	Other
Secretary			SL-4/2016	1	1	0	0	1	0	0	0
Addl. Secretary	SLAS	Special	SL-3/2016	1	2	0	0	2	0	0	0
Chief Financial Officer	SLAcS	Special	SL-3/2016	1	1	0	0	1	0	0	0
Chief Accountant	SLAcS	1	SL-1/2016	1	1	0	0	1	0	0	0
Chief Internal Auditor	SLAcS	1	-do-	1	1	0	0	1	0	0	0
Senior Asst. Secretary	SLAS	1	-do-	1	1	0	0	0	0	0	0
Director	SLAS	1	-do-	1	1	0	0	1	0	0	0
Director	SLPS	1	-do-	1	1	0	0	1	0	0	0
Assistant Director	SLPS	11/111	-do-	1	1	0	0	1	0	0	0
Accountant	SLAcS	11/111	-do-	1	1	0	0	1	0	0	0
Asst. Secretary	SLAS	11/111	-do-	1	3	0	0	2	0	0	0
Legal Officer	Dept.	111	-do-	1	1	0	0	1	0	0	0
Administrative Officer	PMAS	Supra	MN-7/2016	2	1	0	0	1	0	0	0
Information & Communication Technology Officer	SLICTS	11	MN-6/2016	2	1	0	0	0	0	0	0
Translator	TS	1	-do-	2	2	0	0	0	0	0	0
Co-ordinating Secretary to the Secretary	Temporary	-	Rs.36,620/- (Monthly Allowance)	3	0	0	1	0	0	1	0
Assistant Information & Communication Technology Officer	SLICTS	111	MT-1/2016	3	2	0	0	0	0	0	0
Development Officer	DOS	111	MN-4/2016	3	10	0	0	7	0	0	0
Budget Assistant	Asso. Officer	-	-do-	3	1	0	0	1	0	0	0
Development Assistant	Asso. Officer	-	-do-	3	19	0	0	11	0	0	0
Supply Assistant	Asso. Officer	-	-do-	3	1	0	0	1	0	0	0
Audit Assistant	Asso. Officer	-	-do-	3	5	0	0	3	0	0	0
Transport Officer	SLTS	-	MN-3/2016	3	1	0	0	0	0	0	0
Public Management Assistant	PMAS	1/11/111	MN-2/2016	3	22	0	0	18	0	0	0
Driver	DS	1/11/111	PL-3/2016	4	13	0	0	10	0	0	0
K.K.S.	OES	1/11/111	PL-1/2016	4	18	0	0	15	0	0	03
Still Camera Operator	Temporary	-	Rs. 14,425/- (Monthly Allowance)	4	0	0	1	0	0	1	0
Camera Operator	Temporary	-	-do-	4	0	0	1	0	0	0	0
Camera Operator Aide	Temporary	-	Rs. 11,730/- (Monthly Allowance)	4	0	0	1	0	0	1	0
Garden Labourer	Contract	111	PL-1/2016	4	0	1	0	0	1	0	0
Total					111	01	04	80	01	03	03

Ministry in Action



Hon. Speaker Karu Jayasuriya, Hon. Minister and Post Master General at World Postal Day celebration - 2018



Hon. Minister meets His Excellency the Ambassador of the Kingdom of Saudi Arabia



Hon. Minister, Secretary and Post Master General participating in inauguration ceremony of online stamps purchasing service



Hon. Minister meets His Excellency the Ambassador of Palestine. Secretary of the Ministry also participated



Issuance of the stamp for the Independence Cup 2018 to celebrate 70th Independence day



Distributing dates for Ramazan - 2018

Ministry in Action



Issuance of revenue stamps - 2018



Hon. Minister, Secretary and Director of Department of Muslim Religious and Cultural Affairs visit the development works in Mannar District



Participating in postal mobile service in Matale



Ifthar ceremony held at the Department of Muslim Religious and Cultural Affairs



Postal Service Officers receiving confirmation letters



Selection of Haj devotees - 2018